

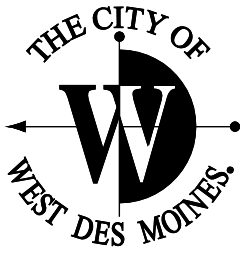
Development Application

MINOR MODIFICATION – LEVEL 2 (Minor Modification to a Previously Approved Site Plan or Permitted Conditional Use Permit)



Development Services Department
4200 Mills Civic Parkway, Suite 2D
P.O. Box 65320
West Des Moines, IA 50265-0320
515-222-3620 (phone)
515-273-0602 (fax)
www.wdm.iowa.gov

Additional copies of this application can be found on the City's website: <http://www.wdm.iowa.gov>



Development Application

NO DEVELOPMENT APPLICATION CAN BE
ACCEPTED FOR FILING UNLESS ALL REQUIRED
INFORMATION IS SUBMITTED.

TYPE OF REQUEST:

X Minor Modification Level 2 (MML2)

When Applicable - Minor Modifications may be utilized to allow minor adjustments or modifications to a previously approved Permitted Conditional Use or Site Plan. The Minor Modification Level 2 process is appropriate for projects which meet any of the following criteria:

1. Modifications to on-site circulation drives, parking, and loading or service areas which increase the net impervious surface area more than two thousand (2,000) square feet;
2. New freestanding accessory buildings of not more than a total of two thousand (2,000) square feet;
3. Building expansions of an existing facility for permitted uses up to fifty percent (50%) of the existing square footage and not more than a total of two thousand (2,000) square feet;
4. Modification of an approved Permitted Conditional Use Site Plan Permit that does not increase the square footage of the use (e.g.: building, deck or patio addition or expansion) and that does not otherwise meet the test for a Level I Minor Modification; and
5. Changes in residential density to either decrease the total number of units or to increase the number of units as long as:
 - a. The density does not exceed the maximum allowed per the designated zoning of the property; and
 - b. The additional density does not warrant a structural addition or new structure which exceeds two thousand (2,000) square feet of gross floor area.

If the project requires a traffic study, as determined after a Development Review Team meeting or after consultation with Engineering Services, please ensure that the Traffic Study Authorization form is completed and submitted with the application. Traffic study initiation fee shall be provided at time of application submittal.

All projects adding 2,000 square feet or more of net impervious surface will require the submittal of a Storm Water Management Plan. Please use the Storm Water Management Plan Guide to determine plan requirements and information to be provided. The Storm Water Management Plan Guide is available in the Development Services Department or on the City's website: www.wdm.iowa.gov/applications.

Date Submitted: _____ Fee Amount: _____
Case #: _____ Case Planner: _____

OFFICE USE ONLY:

GENERAL PROJECT INFORMATION

Project Name: _____

Site Location - actual address if assigned (general location if no assigned address):

Property legal description (attach separate sheet if lengthy): _____

Net Impervious Surface Added to Site: _____ sq. ft.

Project Description: _____

CONTACT INFORMATION

Property Owner: _____

Company: _____

Owner Mailing Address: _____

Phone: _____ Fax: _____

Email: _____

(Submit additional sheet(s) for multiple property owners.)

Applicant: _____

Applicant Mailing Address: _____

Main Applicant Contact: _____

Phone: _____ Fax: _____

Email: _____

Applicant's Representative (Primary Contact Individual): _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Applicant's Engineer (Contact Person): _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Applicant's Architect (Contact Person): _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

CERTIFICATION

NOTE: ALL APPLICATIONS MUST HAVE SIGNATURE(S) OF THE CURRENT PROPERTY OWNER(S) OR INDIVIDUAL WITH THE PROPER POWER OF ATTORNEY, NOTARIZED BY A CERTIFIED NOTARY PUBLIC (attach proof if necessary).

Part A: Owner's Signature and Consent

I/we, _____ being duly sworn, depose and say that I/we am/are the owner, owners, authorized representative for a corporate owner, person with power of attorney for the owner/owners, or a non-residential tenant of said property. I/we personally swear and affirm that this application has been prepared in compliance with the requirements of the City of West Des Moines Municipal code as printed herein and that the statements and information above referred to are in all respects true and correct to the best of my/our knowledge and belief. Further, I/we hereby submit this development application for review and consideration by the City of West Des Moines, Iowa in compliance with the requirements of the City of West Des Moines Municipal Code.

I/we, _____ agree to grant the City permission to access said property for purposes of installing Public Notice sign(s) and completing the necessary on-site inspections, if applicable.

Signature of Legal Property Owner

Date

Notary:

State of: _____

County of: _____

The above signed applicant appeared before me and personally subscribed and sworn before me on this _____ day of _____, 20____. My commission expires on the _____ day of _____, 20 ____.

Signature of Notary Public; _____

Part B: Applicant's Signature and Consent

(Use only if the applicant is different from Property Owner.)

I/we, _____ being duly sworn, depose and say that I/we hold legal interest in this property and do hereby submit this development application for review and consideration by the City of West Des Moines, Iowa in compliance with the requirements of the City of West Des Moines Municipal Code.

I/we, _____ agree to grant the City permission to access said property for purposes of installing Public Notice sign(s) and completing the necessary on-site inspections, if applicable.

Signature of Applicant

Date

Notary:

State of: _____

County of: _____

The above signed applicant appeared before me and personally subscribed and sworn before me on this _____ day of _____, 20____. My commission expires on the _____ day of _____, 20 ____.

Signature of Notary Public; _____

Part B: Applicant/Owner Consent to Traffic Study and Fees

I _____ hereby request the City initiate the required traffic study for this project.

I understand that the traffic study is **estimated** to cost \$_____ based upon the preliminary development/use information that I have provided to the City. I understand that **this is only an estimate of the cost and that** based upon the traffic analysis fee table included in this application packet or otherwise available from the city upon request **the total cost may be less or more than the estimate.**

- ☐ **By my signature below, I authorize the study and agree to pay all traffic study fees when billed by the City, even if the project is withdrawn.**
- ☐ **I understand that these fees must be paid in full prior to the proposed project proceeding to the appropriate approval body (Plan & Zoning Commission, Board of Adjustment or Administrative approval).**

Enclosed with this signature page is:

- ☐ \$100.00 base fee (if total study fee cost is estimated to be less than \$2,000)
- ☐ \$_____ (at least ½ of the estimated cost)

Signature of Applicant

Date

Printed Name: _____

State of: _____

County of: _____

The above signed applicant appeared before me and personally subscribed and sworn before me on this _____ day of _____, 20____.

Signature of Notary Public; _____

My commission expires on the _____ day of _____, 20____.

Billing information:

Name: _____

Company: _____

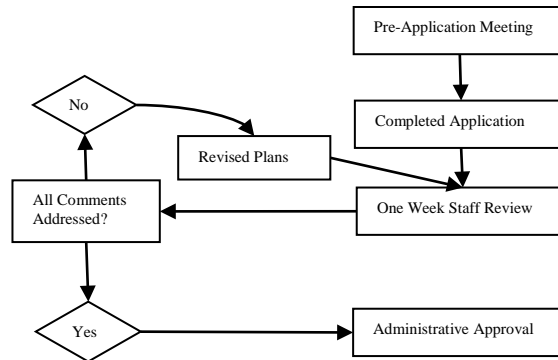
Title: _____

Address: _____

Phone: _____

Email: _____

City Of West Des Moines Submittal Requirements
MINOR MODIFICATION LEVEL 2
**(Minor Modification to a Previously Approved Site Plan
or Permitted Conditional Use Permit)**



Application Fee - full fee is due at time of submittal

- ☐ \$85.00
- ☐ \$100.00 Traffic Study fee (for expansions of any nature). This fee is due at time of submittal. Addition fees may be due after the study is complete.

A. Please include with your application:

1. ☐ A letter describing the project, identifying the project contact person(s) and any other information relevant for City's staff review.
2. ☐ One (1) 8½"x11" location map showing the location of the property. This can be an aerial copy from an on-line source.

B. Your submittal must include the following:

3. ☐ Completed application form, with the original signed and notarized signature pages.
4. ☐ Two (2) copies of the Storm Water Management Plan. **(Required only for projects that add 2,000 sq. ft. or more of net impervious area.)**
5. ☐ Six (6) copies of the site plan illustrating the proposed modifications (minimum 11"x17", maximum 24"x36", scalable, **folded**).
6. ☐ One (1) reduced copy of the site plan (if submitting larger than 11" x 17" for Item 5).
7. ☐ One (1) set of manufacturer cut-sheets or light fixture details for all exterior light fixtures, if applicable.
8. ☐ Other information deemed necessary by the Director of Development Services for the review of the proposed project.

C. Your Site Plan shall include at least the following:

1. ☐ Legal description of property including total area of property.
2. ☐ Date, compass point, legend of symbols, scale (written and graphic).
3. ☐ Vicinity map that accurately represents the area including recent developments.
4. ☐ Address of the site.
5. ☐ Name, address and contact information of owner(s) of subject property.
6. ☐ Name, address and contact information of applicant (if not the property owner).
7. ☐ Notation of the number of parking spaces required by Code and number provided, including formulas used to calculate requirements, if applicable to site plan.
8. ☐ Calculations of the amount of paved and/or impervious surfaces proposed shown in ~~both~~ square footage.
9. ☐ Notation of required open space and calculations of the amount provided shown in both square footage and percentage of total site, if adding impervious surface.
10. ☐ Illustration of area of improvements in relation to existing buildings or property lines. Dimension the setbacks from the property line to existing and proposed improvements, if improvements are in proximity of a boundary.
11. ☐ When proposing grade changes or additions to buildings, structures, or paving, the following information shall be provided:

- a. ☐ Existing and proposed topography of subject property at contour intervals of not more than two (2) feet, City datum.
 - b. ☐ Identification and location of all temporary and permanent erosion and sedimentation control methods and installation schedule of measures.
 - c. ☐ Name and contact information of individual responsible for installation, periodic checking and reinstallation of erosion and sedimentation control measures
 - d. ☐ Location of utilities, labeled with depth, size, type, existing or proposed and whether public or private.
 - e. ☐ Existing and proposed easements for rights-of-way, utilities, buffers, railroads, drainage courses, etc., shall be shown and appropriately labeled with reserved width, type, and whether public or private. Notation of the book and page number of all existing easements.
 - f. ☐ Street name, whether public or private, pavement width, half right of way widths dimensioned from centerline of right of way, full right of way width dimension should be shown for all existing and proposed roads, alleys, streets and highways on or adjoining the subject property.
12. ☐ If proposed development is located within the flood plain, a Flood Plain Development Application shall be submitted to the City for review prior to any development work in the flood plain including but not limited to buildings or other structures, filling, grading, paving, or excavation operations. An Elevation Certificate may be required as part of the Flood Plain Development Application (utilize FEMA authorized form).
 13. ☐ Show the location of parking areas, parking lot setbacks, loading zones, access drives, ingress/egress points, and parking lot islands, if applicable.
 14. ☐ Identification of the type of surfacing, curbing, etc., used for parking areas, drives, sidewalks and trails, if applicable.
 15. ☐ Location and detail of trash enclosure, including elevation, if applicable.
 16. ☐ Location and screening methods for mechanical equipment, ground and roof-mounted, if adding this equipment
 17. ☐ Location, width, and detail of buffers, if applicable.
 18. ☐ Identification and location of all established floodway, floodway fringe, and flood plain overlay lines, if applicable.
 19. ☐ Notation of minimum finished floor elevations (FFE) or minimum opening elevations for all lots where conditions warrant additional protection from possible flooding situations.

D. Minor Modification proposals involving architectural changes must submit:

1. ☐ Colored elevation drawings or photograph of all existing buildings or structures on site
2. ☐ Colored elevation drawings of proposed changes
3. ☐ Paint chips or materials samples as appropriate. In lieu of materials samples, manufacturers' information regarding the product may be submitted.